



DISTRICT OF COLUMBIA MEDICAL PROGRAMS BRANCH ADVISORY COMMITTEE OF CHIROPRACTIC

INFORMATION AND INSTRUCTIONS FOR APPLICATIONS TO PRACTICE CHIROPRACTIC

We welcome your interest in becoming a licensed chiropractor in the District of Columbia and look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. PLEASE READ THESE INSTRUCTIONS CAREFULLY. ANY APPLICATION NOT COMPLETED IN ACCORDANCE WITH THESE INSTRUCTIONS WILL BE RETURNED WITHOUT ACTION. ALL FEES ARE EARNED WHEN PAID AND CANNOT BE TRANSFERRED OR REFUNDED.

HOW TO USE THIS INSTRUCTION PACKET

THESE INSTRUCTIONS ARE DIVIDED INTO SEVEN SECTIONS:

SECTION I	CONTAINS INFORMATION ON WHO MUST FILE, HOW TO FILE, AND WHEN TO FILE AND APPLICATION.
SECTION II	CONTAINS GENERAL REQUIREMENTS FOR ALL APPLICANTS
SECTION III	CONTAINS INFORMATION ON EDUCATION/EXPERIENCE REQUIREMENTS FOR ALL APPLICANTS
SECTION IV	CONTAINS INFORMATION ON EXAMINATION REQUIREMENTS
SECTION V	CONTAINS APPLICATION SUBMISSION REQUIREMENTS
SECTION VI	CONTAINS GENERAL INFORMATION
SECTION VII	CONTAINS INFORMATION ON ANCILLARY PROCEDURES CERTIFICATION

SECTION I - FILING INFORMATION

Who Should File:	All individuals wishing to practice chiropractic in the District of Columbia.
When To File:	To qualify for a license, all applicants shall sit for the District Examination, which is offered the second Saturday in June, and December.

APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE DATE OF THE EXAMINATION. APPLICATIONS FOR THE RE-EXAM MUST BE SUBMITTED SIXTY (60) DAYS PRIOR TO THE DATE OF THE EXAMINATION.

How to File:	All applicants shall apply by examination. The District of Columbia has no standing or automatic agreement with any jurisdiction regarding reciprocity or endorsement. Any application by reciprocity or endorsement will be returned to the applicant without any action.
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Where To File:	Submit all correspondence to the following address:
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Department of Health
Office of Professional Licensing/Advisory Committee on Chiropractic
64 New York Avenue, NE
1st Floor
Washington, DC 20002

SECTION II - GENERAL REQUIREMENTS FOR ALL APPLICANTS

- . All Applicants for a license to practice chiropractic in the District of Columbia shall meet the following requirements:
 1. Applicant must be at least 18 years of age;
 2. Applicant must not have been convicted of a crime of moral turpitude which bears directly on the applicant's fitness to be licensed;
 3. Applicant shall arrange to have submitted directly to the Board three letters from chiropractors licensed in a jurisdiction of the United States in good standing who have personal knowledge of the applicant's abilities and qualifications to practice chiropractic.

SECTION III - EDUCATION/EXPERIENCE REQUIREMENTS FOR ALL APPLICANTS

- . All applicants shall furnish proof satisfactory to the Committee that the applicant has successfully completed the following education requirements:
 1. Two years of education at the baccalaureate level at a college or university accredited at the time of the applicant's attendance by the Secretary of the United States Department of Education or the Council on Postsecondary education; and
 2. Has graduated from an education program in the practice of chiropractic that:
 - . Consists of four academic years of study;
 - b. Includes 500 hours of practical clinical experience under the supervision of a chiropractor; and,
 - c. Is accredited at the time of the applicant's graduation by:
 1. The Council on Chiropractic Education (CCE); or
 2. The straight Chiropractic Academic Standards Association (SCASA).
- B. Applicant shall arrange for a certified transcript of the applicant's pre-chiropractic and chiropractic education to be sent directly from the education institution to the Advisory Committee on Chiropractic at the address on Page 1

SECTION IV - EXAMINATION REQUIREMENTS

- . All applicants shall receive a passing score on an examination administered by the National board of Chiropractic Examiners (NBCE). A passing score on the national examination is 75% on each test that forms a part of the examination as determined by the NBCE.
- B. Applicants who graduated after January 1, 1988 shall take Parts I, II, and III of the NBCE. The Board shall only consider examination results after the applicant has passed all parts of the examination.
- C. Applicants shall arrange for a copy of their chiropractic board scores to be sent directly from the NBCE to the Advisory Committee on Chiropractic at the address on page 1.
- D. To qualify for a license, all applicants without exception shall also receive a passing score on a written and practical examination developed by the Committee in the following areas:
 1. Technique;

2. X-ray interpretation;
 3. Physical examination including neurological and orthopedic diagnostic testing;
 4. Instrumentation;
 5. Chiropractic Philosophy; and,
 6. District Law.
- E. A passing score on the District Examination shall be 75% on each test that forms a part of the examination.
- F. An applicant shall pass all parts of the National Examination to be eligible to take the District Examination.
- G. The District Examination may include, but is not limited to, questions on the following:
1. The Health Occupations Revision Act of 1985, DC Law 6-99, DC Code, §2-3301.1, et. seq.; and,
 2. Title 17, Chapter 48, District of Columbia Municipal Regulation (DCMR).

SECTION V - APPLICATION SUBMISSION REQUIREMENTS

- . Application Fees
- All Fees are earned when paid and cannot be transferred or refunded. Please make check or money order payable to "DC Treasurer".
- Application/License Fee for licensure by examination..... \$300.00
- B. Applications shall be considered incomplete and returned to the applicant without action if the following items do not accompany the application:
1. A complete and notarized application form
 2. Two recent passport type photographs of the applicant's face measuring 2" x 2"; and
 3. A check or money order made payable to "DC Treasurer".
- C. In addition to items listed above, applicants shall also arrange for the following information to be submitted to complete their application:
1. A copy of their prechiropractic and chiropractic school transcripts to be sent directly from the educational institution to the Advisory Committee at the address on page 1;
 2. Three reference letter completed in accordance with section II-A, item 3 of these instructions;
 3. A Copy of their NCBE examination scores to be sent directly from the NCBE to the Advisory Committee at the address on page 1;
 4. Verification of Employment vouchers which verify all employment from date of graduation from chiropractic college to present date; and
 5. Applicants who hold licenses in other jurisdictions shall arrange for verification of licensure from each state in which the applicant has ever held a chiropractic license to be sent directly from each state chiropractic board to the Advisory Board at the address on page 1.

SECTION VI - GENERAL INFORMATION

For information concerning the application process call (888)-204-6193

For information concerning Advisory Committee Meetings call (202)-727-5365

SECTION VII - ANCILLARY PROCEDURES

- . A Chiropractor who is certified by the Board to perform ancillary procedures may perform the following activities as long as they are preparatory or complementary to chiropractic adjustment of the spine:
 - 1. Perform physiotherapy which may include;
 - (a) Massages;
 - (b) Hot packs;
 - (c) Cold packs;
 - (d) Galvanic stimulation;
 - (e) Ultrasound;
 - (f) Doppler vascularizers;
 - (g) Transcutaneous electrical nerve stimulation;
 - (h) Hydrotherapy;
 - (i) Diathermy;
 - (j) Traction;
 - (k) Exercise programs;
 - (l) Muscle Stimulation; and
 - (m) Muscle analysis machinery.
 - 2. Advise a patient about dietary and stress-reducing measures; and
 - 3. Refer a patient for specialized diagnostic testing and have the findings reported to the chiropractor.
- . To Qualify for ancillary procedure certification, a chiropractor shall;
 - 1. Have answered correctly 75% of the questions on the physiotherapy section of the examination administered by the NBCE; and
 - 2. Have received a passing score of 75% on an examination administered by the Committee which tests the applicant's knowledge and practical skills in physiotherapy.
- B. A Chiropractor applying for ancillary procedure certification shall arrange to have their NBCE examination scores directly sent to the Advisory Committee at the address on Page 1.